

CHAPTER 290-2-1
BRIGHT FROM THE START RULES AND REGULATIONS FOR
GROUP DAY HOMES

290-2-1-.11 Operations, Health, Safety and Activities.

Each group day care home shall be operated in accordance with the following: ** *

(a) **Policies and Procedures.** Each group day care home shall establish policies and procedures which shall be kept current and made available to the parent or guardian and used to govern the operations of the group day care home. The policies and procedures shall: ** *

1. be consistent with applicable laws, regulations and these rules; ** *

2. Include a written description of services to be provided which specifies the following: ** *

(i) Ages of children served; ** *

(ii) Months of operation; ** *

(iii) Days of operation; ** *

(iv) Hours of operation; ** *

(v) Dates and times the group day care home is closed; ** *

(vi) Enrollment and admission requirements, including parental or guardian responsibilities for supplying and maintaining accurate required record information and escorting child to and from the group day care home; ** *

(vii) Standard fees, payment of fees, fees related to absences and vacations and other charges such as insurance, transportation, late fees, etc.; ** *

(viii) Transportation provided, if any; ** *

(ix) Field trip services, if any;

3. The policies and procedures shall also include written procedures for the following: **

(i) Guidance and discipline techniques; ** *

(ii) Handling emergency medical care, including place(s) the children will be taken for emergency medical care; ** *

(iii) Administering medication and recording noticeable adverse reactions to medication; ** *

(iv) Notifying parent or guardian of the child's; ** *

(I) Illness; ** *

(II) Injury; and ** *

(III) Exposure to a notifiable communicable disease; ** *

(iv) Noticeable adverse reaction to prescribed medication(s); ** *

(v) Exclusion of sick children; ** *

(vi) Exclusion of children with communicable diseases, as defined on the chart of communicable diseases which contains recommendations for the exclusion of sick children and their readmission and is provided by the Department; ** *

(vii) Protection of children in the event of: * * *

(I) Severe weather; * * *

(II) Fire; and** *

(III) Physical plant problems, such as a power failure that affects climate control or structural damages; * * *

(viii) The group day care home's transportation of children to or from school or home, if provided, to include the procedure to be followed if no one is home to receive a transported child; and

(ix) Handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, which may occur at the center. Such plan shall include assurance that no center personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

4. The policies and procedures shall also include the following information:

(i) A description of meals and snacks served, including guidelines for food brought from the child's home;

(ii) Permission for access by the child's parent or guardian to all group day care home areas used by the child;

(iii) Child abuse reporting law requirements;

(iv) A description of behavior management and discipline actions used by the group day care home;

(v) Nondiscrimination statement;

(vi) Group day care home sponsored religious and cultural activities, if any;

(vii) If licensed for the care of an infant or toddler:

(I) Group day care home's diapering procedures;

(II) Group day care home's toilet training procedures;

(III) Group day care home's feeding procedures;

5. The group day care home shall have written documentation signed by the parent or guardian in each child's file that the director or designee has:

(i) Provided to the parent or guardian a copy of the group day care home's policies and procedures required by this rule;

(ii) Advised the parent or guardian of the child's progress, issues relating to the child's care and individual practices concerning the child's special needs;

(iii) Encouraged parent's or guardian's participation in group day care home activities.

6. The group day care home shall conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The group day care home shall maintain documentation of the dates and times of these drills for two years.

7. The group day care home shall provide the parent or guardian with a copy of the group day care home's policies and procedures as required by this rule.

(b) **Posted Notices.** Each group day care home shall post in a designated area for public

viewing near the front entrance the following: ** *

1. The current group day care home license or commission;** *
2. A copy of these rules;** *
3. A notice provided by the Department which advises parents or guardian of their right to review a copy of the group day care home's most recent licensure or commission evaluation report upon request to the group day care home director. The group day care home shall provide any parent or guardian with a copy of this evaluation report upon request.** *
4. A copy of the current communicable disease chart, as provided by the Department;** *
5. A statement allowing parental or guardian access to all child care areas upon notifying any staff member of his or her presence; * * *
6. Names of persons responsible for the administration of the group day care home in the administrator's absence;** *
7. The current week's menu for meals and snacks; ** *
8. Emergency plans for severe weather and fire; and** *
9. A statement requiring visitors to check in with staff when entering the group day care home.** *

(c) **Confidential Information.** Information pertaining to the children enrolled at a group day care home is considered confidential and may not be released by group day care home staff without first obtaining written permission signed by the parent or guardian except in the following situations. Relevant information relating to the children's family situations, medical status and behavioral characteristics on the children enrolled at the home at any time shall be shared by group day care home staff among caregivers on the home caregiver staff, with members of the Department or with other persons authorized by these rules or the law to receive such information, or with other persons in an emergency situation involving the child.**

(d) **Parental or Guardian Access.** The custodial parent or guardian of a child shall, at any time the child is in attendance, be permitted access to all child care areas of the group day care home and shall make his or her presence known to group day care home staff prior to removing the child from the group day care home.* *

(e) **Health and Hygiene.** The group day care home shall meet the following minimum criteria: ** *

1. The Department's current communicable disease chart of recommendations for exclusion of sick children from the group day care home and their readmission shall be followed. **

2. A child shall not be accepted nor allowed to remain at the group day care home if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.**

3. Parent or guardian of any child who becomes ill or is injured shall be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea.**

(i) Parent's or guardian's specific instructions shall be obtained, and followed if appropriate, until the child is picked up or is able to return to the child's group. **

(ii) When a child shows symptoms of illness during the day, the child shall be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until such time as the child leaves the group day care home or is able to return to the child's group.**

4. If the child becomes ill or experiences an adverse reaction to a prescribed medication or is injured during the day and the illness, reaction or injury does not warrant professional medical attention or causes less than moderate discomfort to the child, the parent or guardian shall be notified of the illness, reaction or injury by the end of the day on which the illness, reaction or injury occurred. **

5. Parent or guardian of each child enrolled shall be notified, in writing, of the occurrence of any of the illnesses on the communicable disease chart, as provided by the Department, within twenty-four (24) hours after the group day care home becomes aware of the illness or the next working day. **

6. The group day care home shall have a written plan which outlines how emergency medical services will be obtained. When a medical emergency arises involving a child, the group day care home staff shall seek prompt emergency medical treatment and provide any certified or licensed emergency medical persons with immediate access to the child. * * *

7. Each building of the group day care home and any vehicle used by the group day care home for transportation of children shall have a first aid kit which shall at least contain:** *

(i) Scissors;** *

(ii) Tweezers;** *

(iii) Gauze pads;** *

(iv) Adhesive tape; ** *

- (v) Thermometer; ** *
- (vi) Band-aids, assorted sizes; ** *
- (vii) An anti-bacterial ointment; ** *
- (viii) Insect-sting preparation; ** *
- (ix) An antiseptic cleansing solution; ** *
- (x) Triangular bandages; ** *
- (xi) Rubber gloves; ** *
- (xii) Cold pack; ** *
- (xiii) Protective eye wear; and
- (xiv) A protective face mask.

8. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to staff. ** *

9. Except for first aid, personnel shall not dispense prescription or nonprescription medications to a child without specific written authorization from the child's physician, parent or guardian: **

(i) Authorizations to dispense medications shall be limited to two (2) weeks, unless otherwise prescribed by a physician. **

10. Personnel shall only dispense medications that are provided by the parent or guardian and meet the following criteria: **

(i) The medication shall be in the original labeled container, **

(ii) The medication container shall be labeled with the child's full name, and **

(iii) Medicines which are no longer to be dispensed shall be returned to the child's parent or guardian immediately. **

11. Non-emergency injections shall only be administered by appropriately licensed persons unless the parent or guardian and physician of the child sign a written authorization for the child to self-administer the injection. **

12. The group day care home shall maintain a record of all medications dispensed to children by personnel to include: the date, time and amount of medication that was administered, any noticeable adverse reactions to the medication noted by the staff, and the signature or initials of the person administering the medication. **

13. All prescription and nonprescription medications shall be kept in a locked storage cabinet or container which is not accessible to the children and stored separate from cleaning chemicals, supplies or poisons. **

14. Medications requiring refrigeration shall be placed in a leakproof container in a refrigerator that is not accessible to the children. **

15. Personnel shall, to the extent possible, keep children clean, dry and comfortable. **

16. Children's hands shall be washed with liquid soap and warm running water: **

- (i) Immediately upon arrival for care, when moving from one child care group to another, and upon re-entering the child care area after outside play;**
- (ii) Before and after eating meals and snacks, handling or touching food, or playing in water;**
- (iii) After toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood; and
- (iv) After contamination by any other means.

17. Washcloth handwashing is permitted for infants when the infant is too heavy to hold for handwashing or cannot stand safely to wash hands at a sink and for children with special needs who are not capable of washing their own hands. An individual washcloth shall be used only once for each child before laundering.**

18. Between each diaper change, unless the child is changed in his own crib, the diaper change surface shall be: **

- (i) Cleaned with a disinfectant, and
- (ii) Dried with a single-use disposable towel.

19. Personnel shall wash their hands with liquid soap and warm running water: **

- (i) Immediately upon arrival for the day, when moving from one child care group to another, and upon re-entering the child care area after outside play;**
- (ii) Before and after diapering each child, dispensing medication, applying topical medications, ointments, creams or lotions, handling and preparing food, eating, drinking, preparing bottles, feeding each child, and assisting children with eating and drinking;**
- (iii) After toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, and handling bodily fluids, such as, but not limited to, mucus, saliva, vomit or blood; and**
- (iv) After contamination by any other means.

20. The diaper changing area shall be clear of:

- (i) Formulas,
- (ii) Food, food utensils and food preparation items, and
- (iii) Any items which a child could reach while being changed which might harm a child.

21. Separate containers shall be used for storing soiled disposable items, such as disposable diapers, disposable washcloths and soiled non-disposable items such as cloth diapers, washcloths and bed linens.

22. Soiled item storage containers shall be:

- (i) Waterproof or equipped with a leakproof disposable liner,
- (ii) Covered,
- (iii) Easily cleaned, and
- (iv) Maintained in such a manner so as the contents of the container are never accessible to the children.

23. Children's soiled or wet clothing shall be stored in individual plastic bags.

24. If used, toilet potty chairs shall after each use be emptied by disposal in a flush toilet, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected.

25. Soiled laundry shall be stored in covered containers and kept separate from clean laundry.**

26. If laundry is done on group day care home premises, the laundry area shall:

- (i) Be located outside the children's activity rooms or areas, and
- (ii) Not be used as a passageway by children to travel from one area to another whenever any soiled or clean laundry is exposed.

27. All parts of the group day care home shall be kept clean and in good repair.** *

28. Hygienic measures, such as, but not limited to, screened windows, covered containers for food and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the group day care home.** *

29. Floor coverings shall be tight, smooth, free of odors and washable or cleanable. ** *

30. The following shall be cleaned with a disinfectant as specified:

- (i) Tubs after each use,
- (ii) Showers after each use,
- (iii) Bathroom areas daily, and
- (iv) Food service areas daily.

31. The following children's personal items shall be kept clean: ** *

- (i) Combs, ** *
- (ii) Toothbrushes, and** *
- (iii) Cloth towels.** *

32. Each child's personal items shall: **

- (i) Be kept on individually labeled racks, in cubbies or lockers,
- (ii) Be separated from the articles used by other children, and **
- (iii) Not used by any other child prior to being laundered or disinfected.**

33. No persons shall be permitted to use the same utensil for drinking or eating without the utensil having been thoroughly cleaned between uses. **

34. Drinking fountains, if available, shall: ** *

- (i) Be safe and kept clean, ** *
- (ii) Have regulated pressure, ** *
- (iii) Not be mounted on sinks used for diaper changing activities, and** *
- (iv) Have an angle jet with an orifice guard above the rim. ** *

35. Single service drinking cups shall be provided when appropriate drinking fountains are not available. ** *

(i) Cups shall be discarded after each use unless the cups are sanitized in a dishwasher between each use. ** *

36. Garbage and organic waste shall be stored in containers lined with plastic liners and having tight fitting covers. ** *

37. Trash and garbage shall be removed from the building daily, or more often if necessary, to maintain the premises in a clean condition. ** *

38. Rooms with toilets and lavatories shall be equipped within easy reach of children with the following: ** *

(i) Liquid soap, ** *

(ii) Toilet tissue, and ** *

(iii) Single use towels or cloth towels used only once in between launderings. ** *

39. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be placed in the children's area as follows:

(i) There shall be a minimum of a twenty-four inch (24") corridor between each row of sleeping or resting equipment;

(ii) There shall be a minimum of twelve inches (12") between each piece of sleeping and resting equipment in each row of equipment; and

(iii) Children shall be placed on sleeping equipment so that one child's head is toward another child's feet in the same row.

40. Sleeping equipment shall be arranged in the child care areas during evening and nighttime care so that the children's sleep will not be unnecessarily interrupted by delivery and pick-up of other children. **

(f) **Activities.** The group day care home shall provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Group day care home staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. **

1. Current lesson plans shall be kept on site and reflect appropriate instruction practices and activities to support children's development. The group day care home shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. Opportunities for each child to make choices in a variety of activities shall be offered. Children with special needs shall be integrated into the activities provided by the group day care home unless contraindicated medically or by parental or guardian agreement.

2. **Variety of Activities.** Activities shall be planned for each group to allow for: **

(i) Indoor and outdoor play, **

- (ii) A balance of quiet and active periods, **
- (iii) A balance of supervised free choice and caregiver-directed activities, **
- (iv) Individual, small group, and large group activities, **
- (v) Large muscle activities, such as, but not limited to, running, riding, climbing, balancing, jumping, throwing, or digging, **
- (vi) Small muscle activities, such as, but not limited to, building with blocks or construction toys, use of puzzles, shapes, nesting or stacking toys, pegs, lacing, sorting beads or clay;
- (vii) Language experiences such as, but not limited to, listening, talking, rhymes, finger plays, stories, use of film strips, recordings or flannel boards;
- (viii) Arts and crafts, such as, but not limited to, painting, coloring, cutting or pasting;
- (ix) Dramatic play such as, but not limited to, play in a home center, with dolls, puppets or dress up;
- (x) Rhythm and music such as, but not limited to, listening, singing, dancing, or making music; and
- (xi) Nature and science experiences such as, but not limited to, measuring, pouring, activities related to the "world around us" such as nature walks, plants, leaves or weather, or experiences in using the five senses through sensory play.

3. Schedules. A daily schedule for each group shall be developed to reflect routines and activities. Schedules shall be: *

- (i) Flexible but routinely followed to provide structure, *
- (ii) Posted in each group's room or area, and*
- (iii) Made available to parents or guardians upon request.*

4. Outdoor Activities. Outdoor activities shall be provided daily, weather permitting, in accordance with the following: **

- (i) Group day care homes operating five (5) hours or more per day shall provide each child who is not an infant at least one and one half (1.5) hours of outdoor activity per day.**
- (I) Infants shall spend at least one (1) hour daily out of doors;
- (II) Group day care homes operating less than five (5) hours per day shall provide a brief outdoor period for the children daily; and **
- (III) A child may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated or there is an occasional written request by the parent or guardian that the child be excused from outdoor activities for a very limited amount of time because of special circumstances.**

5. Staff shall not engage in, or allow children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as, but not limited to, horse play, rough play, wrestling or picking up a child in a manner that could cause injury.

6. Individual Attention. Personnel shall provide individual attention to each child as evidenced by: **

- (i) Responding promptly to the child's distress signals and need for comfort.**
- (ii) Playing with and talking to the child.**

(iii) Providing and assisting the child with personal care in a manner appropriate to the child's age level, i.e. providing the child privacy in dressing, diapering and toileting functions as the chronological age of the child dictates.**

7. Routines for Children. Personnel shall provide routines for toileting, eating, resting, napping (depending upon the age of the children), intervals between activities, and doing school homework, if any. **

(i) Children shall be allowed as they feel the need to:

(I) Go to the toilet, and

(II) Get drinking water;

(ii) Supervised nap or rest periods during the day shall be provided for children under five (5) years of age;

(iii) Quiet activities for school age children, and other children who are not asleep shall be provided. **

(I) Children who do not sleep during nap or rest period shall not be required to remain lying down for more than one (1) hour during the day;

(iv) Opportunities for each child to make choices in a variety of activities shall be offered; **

(v) The use of entertainment media, such as television, video taped programs or movies and video or computer games shall be limited to: **

(I) Television programs or computer software produced for the benefit of audiences comprised of young children;

(II) "G"-rated movies, i.e., movies that have been rated by the motion picture industry as suitable for a general audience which includes young children, or movies that have not been rated but which have been fully previewed by the administrator who has determined that the movies were produced for the benefit of young children and are appropriate for viewing by young children.;

(III) No more than two (2) hours daily per child or group; and

(IV) Provided only at times when alternative activities are available for children who choose not to participate.**

(vi) Staff shall assist and encourage each child to become independent in the development of self-help skills, such as washing hands and face, dressing, eating and toileting.

8. Activities for Children under Three. Children less than three (3) years of age shall:

(i) Be allowed time to play on the floor daily;

(ii) Not be routinely left in cribs or playpens except for rest or sleep; and

(iii) Not spend more than one-half (1/2) hour of time consecutively in confining equipment, such as swings, highchairs, jumpseats, carriers or walkers.

(g) **Evening Activities.** During evening and nighttime care, activities shall be provided based on children's ages, hours of care and length of time in care:

I. Quiet activities and experiences shall be available immediately prior to bedtime.

(h) **Field Trips.** The group day care home shall obtain written permission from the parent or guardian in advance of the child's participation in any field trip.**

1. The field trip permission notice shall provide details of the trip including: **

- (i) The name/address of the trip destination, **
- (ii) The date of the trip, **
- (iii) Time of departure, and**
- (iv) Estimated arrival time back at the group day care home; and**

2. The written parental or guardian approval shall include: **

- (i) Field trip destination, **
- (ii) Parent's or guardian's signature, and**
- (iii) Date of approval. **

3. A list of children and adults participating in the field trip and an emergency medical information record on each child to include allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility that the group day care home uses in the area where the home is located and the telephone numbers where each child's parent or guardian can be reached, shall be.**

- (i) Left at the group day care home; and**
- (ii) Taken on the trip and in the possession of the adult in charge of the trip.**

4. Each child on a field trip shall have on his person:

- (i) His or her name; and
- (ii) The group day care home's name, address and telephone number.

(i) **Safety.** Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the group day care home shall not be detrimental to the physical or mental health of any child.**

1. Personnel shall not: **

(i) Physically or sexually abuse a child, or engage in or permit others to engage in sexually overt conduct in the presence of any child enrolled in the group day care home; **

(ii) Inflict corporal/physical punishment upon a child; **

(iii) Shake, jerk, pinch or handle roughly a child; **

(iv) Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; **

(v) Isolate a child in a dark room, closet or unsupervised area; **

(vi) Use mechanical or physical restraints or devices to discipline a child; **

(vii) Use medication to: **

(I) Control a child's behavior without written medical authorization issued by a licensed professional and given with the parent's or guardian's written consent; or**

(II) Discipline a child; **

(viii) Restrict unreasonably a child from going to the bathroom; **

(ix) Punish toileting accidents; **

- (x) Force feed a child or withhold feeding a child a regularly scheduled meals and/or snacks; **
- (xi) Force or withhold naps; **
- (xii) Allow children to discipline or humiliate other children; **
- (xiii) Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat; or* *
- (xiv) Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 *et seq.*, in the presence of any child enrolled in the group day care home.**

2. Sleeping and resting equipment shall be arranged to:

- (i) Avoid obstructing access to exit doors;
- (ii) Provide the caregiver access to each child; and
- (iii) Prevent children's access to cords hanging from window treatments and other hazardous objects.

3. Children shall not be permitted: **

- (i) In the kitchen except as part of a planned, supervised learning experience; **
- (ii) To wear around their necks or attached to their clothing pacifiers or other hazardous items; or
- (iii) To participate in a swimming activity or any activity away from the group day care home without the parent's or guardian's written permission.**

4. Infants and children shall not be left unattended while being diapered or having their clothes changed on the diaper changing surface. **

5. All unused electrical outlets within reach of children shall have protective caps specifically designed to prohibit children from placing anything in the receptacle. Electrical outlets in use which the children can reach shall be made inaccessible to the children.

6. Heating and cooling equipment shall be protected to prevent children from touching it.

7. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. **

8. An operable telephone shall be readily available in the group day care home with the following telephone numbers posted in a conspicuous place next to each telephone. In those areas of the state serviced by the 911 emergency number, 911 may be posted in lieu of the phone numbers required for (ii), (iii), and (iv) below: **

- (i) A physician or hospital; ** *
- (ii) An ambulance or rescue squad service; ** *
- (iii) The local fire department; ** *
- (iv) The local police department; ** *

- (v) The county health department; and** *
- (vi) The regional poison control center.** *

9. Construction and maintenance work shall take place only in areas that are not accessible to the children.**

10. Interior group day care home door locks shall permit personnel to open the locked room from the outside of the room in an emergency.

11. All floor level windows or full-length glass doors shall be constructed of safety glass with decals applied at the eye level of the children or such windows or doors shall have protective devices covering the glass designed to prevent the children from getting cut by the glass should it break for any reason.** *

12. Doors to rooms not approved for child care, other than kitchen doors, shall be latched or locked so children cannot wander into those areas. Children shall not be permitted access to any area not approved for child care, including the kitchen. ** *

13. The group day care home premises shall be free of plants and shrubs which are poisonous or hazardous.* * *

14. When permanent swimming or wading pools are located on the group day care home premises, applicable local regulations regarding the design, construction, operation, and maintenance shall be followed.**

15. All swimming and wading pools shall be: **

- (i) Inaccessible to children except during supervised activities; and**
- (ii) Operated and maintained in accordance with acceptable health standards.**

16. The group day care home shall have available at all times: ** *

- (i) A licensed driver; and**
- (ii) A vehicle which meets vehicle safety rules; or** *
- (iii) A plan approved by the Department for alternative emergency transportation.** *

17. Children shall not be transported in vehicles, or parts thereof, which are not designed for the purpose of transporting people, such as but not limited to truck beds, campers or any trailered attachment to a motor vehicle.**

(i) **Transportation Requirements.** The transportation requirements that follow apply to all transportation provided by the licensee, including transportation provided by any person on behalf of the licensee, regardless of whether the person is employed by the licensee. Non-routine transportation, such as a parent requesting that their child be picked up at school due to the parents' work schedule or other conflicts, is also covered

by these requirements, whether a fee is charged for this service or not.

18. The group day care home shall develop a written transportation plan to ensure that children who are using transportation contracted for or provided by the group day care home are accounted for in all situations arising from the use of the transportation.**

(i) **Passenger Transportation Checklists.** A passenger transportation checklist, provided by or in a format approved by the Department, shall be used to account for each child during transportation.

I. The first and last name of each child transported shall be documented on the checklist. Each child shall be listed individually; a sibling group shall not be listed as a single entry, for example, "Smith children."

II. The director shall designate either the driver of the vehicle or the additional person on the vehicle as the person responsible for completing the checklist.

III. The driver or other designated person shall immediately document in writing, with a check or other mark/symbol on the checklist, each time a child gets on and off the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded. The driver or other designated person shall also document in writing the following information on the checklist:

a. The written time of departure/arrival for all types of transportation as described below:

(1). School Transportation - Each time the vehicle departs from the group day care home, arrives at each school(s) and when the vehicle returns to the group day care home.

(2). Home Transportation - Each time the vehicle departs from the group day care home, arrives at the location where a child or children are dropped off and when the vehicle returns to the group day care home.

(3). Field Trip Transportation - Each time the vehicle leaves the group day care home, arrives at the field trip destination, leaves the field trip destination, and when the vehicle returns to the group day care home.

b. The initials of the driver or additional designated person to verify the arrival and departure times at each location.

IV. The staff person on the vehicle responsible for keeping the checklist shall give the completed checklist to the Director or the Director's designated staff person at the group day care home as set forth below:

a. Immediately upon return to the group day care home at the completion of the trip once the vehicle has been checked.

b. Immediately upon arrival at the group day care home on the next business day following completion of the trip if the vehicle did not return to the group day care home at the end of the trip or if the group day care home was closed when the vehicle returned.

(ii) Transportation checklists shall be maintained as part of the records of the group day care home for one (1) year;

(iii) **Checking the Vehicle – Group Day Care Homes Using Transportation Vehicles Without Child Safety Alarm Devices.** To ensure that all children have been unloaded from transportation vehicles that are not equipped with Department approved and recognized child safety alarms, the vehicle shall be thoroughly checked first by a staff person who was present on the vehicle during the trip and then by the director or the director's designated staff person who was not on the vehicle during the trip.

I. Immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the group day care home, and the last stop during transportation to home or school, the responsible person on the vehicle shall:

a. Physically walk through the vehicle;

b. Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior;

c. Sign the passenger transportation checklist with their full name, indicating all of the children have exited the vehicle; and

d. Give the checklist to the director or designated staff person at the group day care home, who will also check the vehicle as stated in 290-2-1-.11(i)18.(iii)I.a. through c. above.

II. If the director or other designated staff person is not available and the driver is the only staff person present, the driver shall check the vehicle as stated in 290-2-1-.11(i)18.(iii)I.a. through c. above and then report by phone to the director or designated staff person that the check has been completed and no children remain on the vehicle. (Possible circumstances include, but are not limited to: the group day care home has closed when the driver returns with the vehicle; the driver is the only staff person on the vehicle at the last destination during home or school transportation or on a field trip; the driver takes the vehicle home at the end of the day). Such telephone contact shall be documented and signed on the checklist by the staff person.

(iv) **Checking the Vehicle – Group Day Care Homes Using Transportation Vehicles with Child Safety Alarm Devices.** Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver that have Department approved and recognized child safety alarm devices installed shall meet the following requirements to ensure that children have been unloaded from the

vehicle. These devices must be properly maintained in working order at all times.

I. The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Only the driver or other group day care home staff shall deactivate the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable or approved by the Department.

II. The alarm system may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the devices manufacturer's recommendations.

III. The time delay from activation of the alarm until the alarm sounds shall be no longer than one minute.

IV. Group day care homes shall comply with one of the following three options for using the child safety alarm device when children are being delivered at the facility or to any other destination when the vehicle is unloaded. Other options must be approved by the Department.

a. Unload all of the children, walk through the vehicle to ensure that no children remain on board and deactivate the alarm. (This option will only work if you are able to unload all children in less than one minute.)

b. Upon arrival, have one staff member immediately walk through the vehicle to deactivate the alarm system. That staff member will remain near the alarm switch at the back of the vehicle until all children have been unloaded to ensure that no child is left on board. (This option will require at least two staff members, one to supervise the children and one to remain inside the vehicle.)

c. Upon arrival, deactivate the alarm and unload the children. Immediately after unloading, start the vehicle and move it to a different location for final parking. (This will reactivate the alarm and require a final walk through.)

V. For any of the transportation vehicle unloading options contained in 290-2-1-.11(i)18.(iv)IV. a. through c. above, selected by the group day care home, the vehicle shall be thoroughly checked by the staff person who was present on the vehicle during the trip to ensure that all children have been unloaded from the vehicle.

a. Immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the group day care home, and the last stop during transportation to home or school, the responsible person on the vehicle shall:

1. Physically walk through the vehicle;

2. Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior;

3. Sign the passenger transportation checklist with their full name, indicating all of the children have exited the vehicle; and

4. Give the checklist to the director or designated staff person at the group day care home.

5. If the director or other designated staff person is not available to receive the checklist and the driver is the only staff person present, the driver shall check the vehicle as stated in 290-2-1-.11(i)18.(iii)I.a. through c. above and then report by phone to the director or designated staff person that the check has been completed and no children remain on the vehicle. (Possible circumstances include, but are not limited to: the group day care home has closed when the driver returns with the vehicle; the driver is the only staff person on the vehicle at the last destination during home or school transportation or on a field trip; the driver takes the vehicle home at the end of the day.) Such telephone contact shall be documented and signed on the checklist by the staff person.

(v) Immediate action shall be taken to locate children missing from the transporting vehicle, the field trip site, the group day care home or the children's homes if the group day care home was responsible for transporting the children to their homes and the children were not delivered to the physical possession of their parents, guardians or other designated adults.**

19. The transportation plan record shall require that an emergency medical information card for each child shall include a listing of the child's allergies, special medical needs and conditions, current prescribed medications that the child is required to take on daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility that the home uses in the area where the home is located, and the telephone numbers where the parent or guardian can be reached.** *

20. Vehicles used for transporting children shall be maintained in accordance with these standards established by the Department: ** *

(i) Each vehicle shall have a satisfactory annual safety check of: tires, headlights, horn, tail-lights, brakes, suspension, exhaust system, steering, windshields and windshield wipers;** *

(ii) A copy of the inspection report (Form # 699), or its equivalent, provided by the Department shall be maintained in the group day care home or in the vehicle.** *

(I) Inspection reports shall include the name of the person performing the safety check and the date that the inspection was performed. ** *

(iii) The interior of each transportation vehicle shall be: ** *

(I) Equipped with a fire extinguisher inaccessible to the children and a functioning heating system;** *

(II) Clean;** *

(III) Free of hazardous objects or other non-essential items which could impede the children's access or egress from the vehicle or could cause injury to the children if the items were thrown about the vehicle as a result of a collision; and ** *

(IV) In safe repair. ** *

(iv) No window, except the driver's, in a transporting vehicle shall be opened to more than fifty percent (50%) of its capacity at any time children are on board;

(v) Each vehicle used to transport children shall contain the following current information: **

(I) Names of all children transported and each child's:**

I. Pick up location;**

II. Pick up time;**

III. Delivery location; **

IV. Delivery time; * *

V. Length of time on the vehicle;**

VI. Alternate delivery location if parent or guardian is not at home; **

(II) Name of person to receive the child: **

I. A child shall not be dropped off at any location if there is no one to receive the child; and**

(III) Identification of the group day care home's: **

I. Name;**

II. Driver; and**

III. Telephone number.**

21. The motor shall be turned off, the brake set and the keys removed whenever the driver leaves the vehicle.* *

22. Transporting vehicles shall be parked or stopped so that no child will have to cross the street in order to: **

(i) Meet the vehicle; or**

(ii) Arrive at a destination. **

23. Any vehicle used by the group day care home to transport children shall have vehicle seats which are securely fastened to the body of the vehicle. ** *

24. All children transported in a vehicle provided by or used by the group day care home shall be secured in a child passenger restraining system or seat safety belt in accordance with state and federal law and regulations. The child passenger restraining systems and seat safety belts must be installed and used in accordance with the manufacturer's directions for such systems and seat safety belts with respect to restraining, seating or positioning the child being transported in the vehicle. *

25. There shall be no more than three (3) persons in the front seat of a transporting vehicle including the driver. The group day care home must follow applicable state and federal laws and regulations and the vehicle manufacturer's recommendations when allowing children to sit in the front seat. **

26. No vehicle used by the group day care home in transporting children shall exceed the manufacturer's rated seating capacity for the vehicle. The group day care home shall maintain on file proof of the manufacturer's rated seating capacity for each vehicle the group day care home uses.* * *

27. A child shall not be left unattended in a vehicle.**

28. Unless accompanied by his parent or guardian, no child shall be required to travel more than forty-five (45) minutes on each trip between the group day care home and destination point, excluding field trips.

29. The group day care home shall assume responsibility for the child from the time and place the child is picked up until the child is delivered to his or her parent or guardian or to a responsible person designated by his or her parent or guardian. **

30. Animals shall be controlled to assure that: ** *

(i) Proper sanitation of the premises is maintained; and** *

(ii) Animals are not a hazard to children, personnel or visitors at the group day care home. No animals, such as, but not limited to, pit bull dogs, ferrets and poisonous snakes, which may have a vicious propensity, shall be permitted on the group home premises at any time there are children on the premises for which the staff are responsible.** *

(iii) Horses or other farm animals shall not be quartered on any property over which group day care home staff exercises any control that is located within five hundred (500) feet of the building in which the group day care home is located.** *

31. All animals shall be confined in pens or covered areas except for specific teacher directed learning experiences.** *

(i) Animal pens and confinement areas shall be kept clean; and;** *

(ii) Animals shall be properly vaccinated and documentation of the vaccinations shall be maintained at the group day care home. ** *

32. Immediately prior to the group day care home closing at the end of the business day, a staff member shall make a physical inspection of the entire premises to verify that all children have been returned to their parent, guardian or other designated adult.**

33. The group day care home shall not allow any person to remain on the group day care home premises if the person does not have a legitimate reason for being on the premises. **

34. The group day care home staff shall comply with all applicable laws and regulations. **

Authority: O.C.G.A. Secs. 20-1A-1 et seq.